



STATE OF CALIFORNIA



DEPARTMENT OF CONSUMER AFFAIRS

CAREER OPPORTUNITIES

**DEPUTY  
CHIEF**  
*Career Executive  
Assignment, level B*

Field Operations and  
Enforcement Division



The Department of Consumer Affairs (DCA), Bureau of Automotive Repair (BAR) is seeking a talented and exceptional candidate to become the Deputy Chief of BAR's Field Operations and Enforcement Division (Division). The Deputy Chief is a member of BAR's executive management team and implements elements of BAR's business strategic plan, develops new policies and procedures, and continuously improves business processes.

- Investigating and taking disciplinary action against licensees who violate the law.
- Administering and enforcing the Smog Check Program.

## ***THE BUREAU***

BAR provides a wide range of consumer protection services, including:

- Registering and regulating approximately 36,000 California automotive repair dealers.
- Licensing Smog Check stations, inspectors, and repair technicians.
- Licensing brake and lamp stations and adjusters.
- Mediating automotive repair complaints, saving California consumers millions of dollars each year in the form of direct refunds, rework, and bill adjustments.

### ***Mission***

Serve Californians through effective regulation of the automotive repair and Smog Check industry.

### ***Vision***

Educate and empower consumers by promoting a competitive automotive repair marketplace and model vehicle emissions reduction program.

### ***Values***

Accountability  
Diversity  
Integrity

Communication  
Innovation  
Transparency



## **FIELD OPERATIONS AND ENFORCEMENT DIVISION**

Based in Rancho Cordova with 12 field offices and six forensic documentation laboratories stationed throughout the state, the Field Operations and Enforcement Division – with approximately 400 staff – is responsible for investigating and taking disciplinary action against licensees who violate BAR laws and regulations. Vital functions also involve developing and implementing investigation methods, establishing industry standards, and public policy making.

For further information about BAR, visit its website at [www.bar.ca.gov](http://www.bar.ca.gov).

### **THE POSITION**

This position is subject to the Incompatible Work Activity (IWA) Policy of DCA. Unless previously disclosed and resolved, any participation and/or ownership related to an Automotive Repair Dealer, and possession of any Bureau of Automotive Repair license, must be disclosed and resolved pursuant to the IWA policy.

This position is also subject to Title 16, section 3830 of the California Code of Regulations, DCA's Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.





## ***APPLICATION PROCESS***

### ***Statement of Qualifications***

BAR is looking for a Deputy Chief to take the helm of a high performing team to support and carry out the mission of BAR.

The selection process will consist of a thorough evaluation of the applicant's Statement of Qualifications (SOQ). Applications without the SOQ will be eliminated from the process.

An SOQ is a narrative description of how an applicant's education, experience, knowledge, skills and abilities meet the qualifications for this position. If you are interested, you must submit an SOQ responding to all six Desirable Qualifications listed. Please refer to the examination bulletin for guidelines on how to complete the SOQ and for additional information.

### ***Desirable Qualifications***

**Innovative Leadership** – A dynamic leader who can exhibit strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential; introducing new initiatives that require a cultural shift for staff to an alternative way of accomplishing their work; rolling out a big picture vision using initiative to get the cooperation of staff and successful implementation.

**Enforcement Program Management** – Managing activities of a statewide enforcement program with multiple field offices and staff at all levels, including oversight, planning, organizing, directing and managing program operations; leadership; supervision; and management accountability. Overseeing large scale investigations, inspections, and/or case management functions that involve filing formal disciplinary actions, working closely with the Office of the Attorney General, local district attorneys, and/or other law enforcement organizations; resolving disputes between two or more parties involving the application of laws and regulations.

**Strategic Planning & Data-Driven Decision-Making** – Identifying business modernization and process improvement needs with successful implementation and formulation of long range and annual goals, analyzing data to guide staff, prioritizing work and promoting maximum efficiency; modifying the course of a program; and utilizing complex program data that relies on statistical sampling and trend analysis, and applying new ways of thinking, problem solving, new technologies and modernization efforts to achieve the mission and vision.

**Diplomacy and Communication** – Advising and collaborating with top management in relation to the management of a statewide program, using different strategies and techniques for soliciting input from a widely dispersed organization and communicating critical program and/or policy changes in an expeditious manner; bridging disparate programs

that rely on each other in the accomplishment of their work; dealing with a variety of public and private persons and governmental and/or industry groups in matters of significant program sensitivity.

**Policy Development and Implementation** – Interpreting, evaluating, improving, amending, developing, recommending, and implementing policies and procedures consistent with departmental and administrative goals, objectives, and/or changes in practice. Formulating annual and long-range goals in accordance with the department's Strategic Plan and developing and implementing action plans for staff to achieve goals.

**Legislation** – Formulating assessment of proposed legislative and regulatory impacts on a program; developing proposals and initiatives; analyzing proposed legislation and regulations; testifying before legislative committees.





## **THE COMPENSATION**

The annual salary range for the Chief Deputy position in 2021 is \$129,972 - \$154,834, placement within this range is dependent upon qualifications and employment history.

**Retirement** – BAR participates in the California Public Employees’ Retirement System (CalPERS) under a 2% @ 55 formula for “classic” members (membership before January 1, 2013) and 2% @ 62 formula for new members.

**Deferred Compensation** – 457 Deferred Compensation Program available (no matching contribution)

**Insurance** – Medical coverage through a CalPERS health program.

**Additional Benefits** – Dental and Vision, Long Term Disability Insurance coverage, Life Insurance, and free parking.

## **LOCATION**

This position is located at BAR headquarters in Rancho Cordova (Sacramento County).

## **HOW TO APPLY**

If you are interested in this outstanding opportunity, please apply at:

[Deputy Chief, Field Operations & Enforcement](#)

Filing Deadline:  
8/31/2021

Carefully read and follow the instructions on the examination bulletin. Failure to do so could result in being eliminated from the examination and selection process.

Note: Eligibility to take a CEA examination does not require current permanent status in civil service.

For questions about the position or BAR, please contact Layla Killion at [Layla.Killion@dca.ca.gov](mailto:Layla.Killion@dca.ca.gov).